

CPOCSWR Request for Access

Request Information

Type of Account Request: ☐ New ☐ Change* ☐ Delete* Dt to Delete : _____

Application(s): ☐ Network/Email ☐ MDCPDS ☐ CSU/ART ☐ Citrix
 ☐ CPOL VAB ☐ Resumix ☐ OPF Tracker
 ☐ PPP ☐ Payroll (View) ☐ BOA (License Required)
 ☐ Payroll (Timekeeper)
 ☐ DEUCES ☐ IVRS HEAT (ABC-C Only)
 ☐ IVRS (ABC-C Only) ☐ ASPECT (ABC-C Only)
 ☐ ABC-C Only – Specify regions access is required for: _____

Requestor/Branch:

Telephone Number:

IF SANAR FORM IS NOT ATTACHED REQUEST WILL NOT BE PROCESSED (Only needed for New Accounts)

User Information

Full Name/Current ID:

SSN:

Employee Type: ☐ Civilian Employee ☐ Other

Title:

Branch: _____ (ie., CFB 1, CFB 2 or ABC Br 1)

Telephone:

Date Required:

Default Printer

AKO Email Address:

Account Information

Type of account: ☐ Manager (MGR) ☐ Resource Manager (RM) ☐ Admin (MGA)
 ☐ Classifier (COC) ☐ Staffing Spec (COS) ☐ Personnel Clerk (COP)

Permissions: ☐ Initiator ☐ Requestor ☐ Authorizer
 ☐ Personnelist ☐ Approver

Required Access:

(CPAC ID, Major Command, UIC, Org Code)

Groupbox(es) name to attach to:

Resumix - Installation public folder employee will need access to:

Additional information:

*Enter userid in Name block under User Information

CPOC Use Only:

UserId:

Smart RPA Number:

Routing Group:

Default Printer:

Responsibility:

Menu: